

**TEXAS DEPARTMENT OF CRIMINAL JUSTICE  
JOB DESCRIPTION**

POSITION TITLE: CASE MANAGER II -  
Sex Offender Rehabilitation Program

SALARY GROUP: B13

DEPARTMENT: Rehabilitation Programs Division

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CERTIFICATION: I certify that, to my knowledge, this is an accurate and complete description of the essential functions and the conditions required for this position.

APPROVED BY: Joseph A. Bon-Jorno DATE: 10/20/2014

POSITION #: 045211

**I. JOB SUMMARY**

Provides moderately complex case management work. Work involves developing and maintaining long-term contact with offenders, offender families, and service providers for medical, social, educational, and related service needs. Works under general supervision with moderate latitude for the use of initiative and independent judgment.

**II. ESSENTIAL FUNCTIONS**

- A. Interviews offenders to identify service needs, problem areas, service gaps, and areas that are barriers to services; develops and implements service plans to meet offender needs; maintains case history and progress records; and prepares reports and evaluations.
- B. Assists in monitoring the activities within the therapeutic community; collaborates at treatment meetings to monitor offender progress; and makes recommendations.
- C. Provides ongoing case management and serves as a liaison between offenders, offender families, and service providers; implements follow-up and aftercare plans for offenders who participate in the program; and disseminates information on community resources for offender placement in follow-up treatment.
- D. Participates in training events; prepares lesson plans; and assists in the preparation and presentation of educational modules.

\* Performs a variety of marginal duties not listed, to be determined and assigned as needed.

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**III. MINIMUM QUALIFICATIONS**

**A. Education, Experience, and Training**

1. Bachelor's degree from a college or university accredited by an organization recognized by the Council for Higher Education Accreditation (CHEA) or by the United States Department of Education (USDE). Major course work in a Psychology, Social Work, or a related field preferred. Each year of full-time, wage-earning criminal justice rehabilitation experience may be substituted for thirty semester hours from an accredited college or university on a year-for-year basis.
2. Sex offender rehabilitation or criminal justice rehabilitation experience preferred.

**B. Knowledge and Skills**

1. Knowledge of case management principle objectives, standards, and methods.
2. Knowledge of applicable state and federal laws, rules, regulations, and statutes.
3. Knowledge of agency and departmental organizational structure, policies, procedures, rules, and regulations preferred.
4. Skill to assess offender needs, coordinate offender services, and implement program services.
5. Skill to communicate ideas and instructions clearly and concisely.
6. Skill to coordinate with other staff, departments, officials, agencies, organizations, and the public.
7. Skill to interpret and apply rules, regulations, policies, and procedures.
8. Skill in problem-solving techniques.
9. Skill to prepare and maintain accurate records, files, and reports.
10. Skill to plan work in order to meet established guidelines.
11. Skill to review technical data and prepare technical reports.

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**IV. ADDITIONAL REQUIREMENTS WITH OR WITHOUT REASONABLE ACCOMMODATION**

- A. Ability to walk, stand, sit, kneel, push, stoop, reach above the shoulder, grasp, pull, bend repeatedly, climb stairs, identify colors, hear with aid, see, write, count, read, speak, analyze, alphabetize, lift and carry under 15 lbs., perceive depth, operate a motor vehicle, and operate motor equipment.
- B. Conditions include working inside, working around machines with moving parts and moving objects, radiant and electrical energy, working closely with others, working alone, working protracted or irregular hours, and traveling by car, van, bus, and airplane.
- C. Equipment (machines, tools, devices) used in performing only the essential functions include computer and related equipment, typewriter, calculator, copier, fax machine, telephone, and automobile.